

# CITY OF REDMOND ARTS COMMISSION

## **MINUTES**

January 13, 2005

### **Old Redmond Schoolhouse Community Center**

*“Voice the views of the community to Mayor and City Council in reference to all cultural endeavors”*

**COMMISSIONERS PRESENT:** Chairperson Phil Teller, Vice Chair Kay Tarapolsi, Heidi Houghton, Latha Sambamurti, Katie Innes, Yvette Waters, Roy Leban (arrived 7:10 p.m.); youth advocate Julia Marino

**ABSENT AND EXCUSED:** Jill Schmidt, youth advocate Nicole Rollofson

**STAFF PRESENT:** Melna Skillingstead, Arts Administrator; Sandra Bettencourt, Recreation Program Manager; Pam Maybee, Recording Secretary

**GUESTS PRESENT:** None

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## **AGENDA**

***Note: Bold/italic text denotes Staff and Commissioner follow-up resulting from this meeting.***

### **I. CALL TO ORDER**

Chairperson Phil Teller called to order the regular meeting of the Redmond Arts Commission (RAC) at 7:05 p.m. at the Old Redmond Schoolhouse Community Center (ORSCC).

### **II. APPROVAL OF MINUTES**

**Motion for approval of the RAC minutes of December 9, 2004 as submitted by:**

Commissioner Tarapolsi

**Second by:** Commissioner Houghton

**Motion carried:** 6-0 unanimous

### **III. ADDITIONS TO AGENDA**

General RAC Business:

- Annual Report – Leban

Visual Arts:

- Dove Lady update
- Bill Ayers update

Performing / Literary Arts:

- *Focus* articles – Waters

Open Forum Discussion

- Handbook/Retreat Discussion

### **IV. ITEMS FROM THE AUDIENCE**

None

### **V. GENERAL RAC BUSINESS**

#### **A. Chair/Vice Chair**

- Tarapolsi reported she and Schmidt wrote thank you notes to City Council and the Mayor to express RAC's gratitude for the increase from \$1.25 to \$1.50 per capita funding.
- Tarapolsi reported she has discontinued maintenance of the Task List. She did not believe it was accomplishing its purpose due to the time it took to get feedback and updates from Commissioners. Teller suggested a quarterly task list. Skillingstead recommended falling back to individuals' responsibility, where Commissioners would inform her, Teller or Bettencourt if the task could not be fulfilled.

Tarapolsi further explained the purpose of the list was to show RAC's accomplishments to City Council; however, some Council members were reading the minutes and receiving the information.

Teller and Houghton believed that some kind of task tracking should still be maintained, for example, by season, with evaluation at the end of season.

***Commissioners will consider over the month an option for tracking tasks and discuss at February's meeting.***

## **B. 2005-06 \$1.50 Per Capita Funding Allocation**

Skillingstead distributed the new staff-recommended draft of the 2005-2006 budget, noting the draft was compiled based on Commissioner and staff input. Leban re-formatted the spreadsheet using formulas to reflect more of a balance sheet.

Skillingstead gave an overview of the sheet, highlighting the following:

- The grants, donations, and per capita amounts are the anticipated revenue, which equal the proposed expenditure amounts.
- Program areas are Administration, Programs, and General Programs.
- The per capita increase of \$.25 (\$11,750 annually, plus sustained support from King County, \$10,100) has been spread across the board, bringing the core programs except collection maintenance up to their previous year's levels.
- This budget also incorporates the Arts Activity fund designations.
- The Cultural Plan was done in 1989 and is very out of date (it should be updated every 5 years). Since the year 2000, \$2,500/year is being set aside to accrue the amount needed to do this update.
- Dollar amounts for the Programs are in the Proposed Expense column.

Commissioner feedback ensued on the following points of the budget draft:

- Format:
  - Move comments to footnotes or use legends to tie numbers to comments (Waters).
  - Staff is considering creating a separate sheet for each section/program, with an overall summary sheet; the spreadsheet would evolve into easier use (Skillingstead).
- Performing Arts/Literary Arts: (Sambamurti)
  - Numbers look good; the additional \$2,000 would help offset the funding shortfall.
  - Sambamurti distributed and reviewed a spreadsheet of 2005 performing arts expenses.
- Literary Program: (Waters)
  - Numbers will work; there is room for flexibility to fund other literary arts in addition to RASP's *Write Out Loud!*
- Arts Education: (Houghton)
  - Status quo is good; options exist to use the Cultural Plan money if an Arts Education chairperson comes forward.
- Annual Report: (Skillingstead)
  - Next year the Report amount would be put in *Focus*.
  - Money is now under Annual Report.
- Redmond Outdoor Sculpture (ROS): (Innes)
  - Numbers look good; the amount is liquid—the Visual Arts Committee would work with what is available.

- Decisions would be made in the Visual Arts Committee. Could scale back the number of pieces if expenses are too high. Innes does not want to compromise other programs.
- ORSCC gallery: (Houghton)
  - Numbers look good.
  - Possible gallery space exists—a large hallway off the lobby—in the new City Hall, but must plan to use it so as not to lose it. The Visual Arts Committee would like to see it designated as a gallery space. Skillingstead and Houghton will meet with the City Hall development project manager on January 25.
- Dedications: (Skillingstead)
  - Delete volunteer recognition (*Skillingstead will delete*).
- Collection Management:
  - Funding is for the repair to 3 Panel Abstraction, Carter piece (Skillingstead).
  - Houghton asked if the City (i.e., Public Works) might take responsibility for artwork maintenance.
- Art Acquisition Funds:
  - Teller proposed to not acquire new art in 2005; rather, move acquisition funds to support something else, e.g., another performance.
  - Skillingstead noted the money is below the allowed % range. It could be put toward buying indoor art (portable works) or Art Outside the Box type of projects.
  - Tarapolsi supported using these funds to acquire Carson's kinetic piece.
  - Houghton suggested saving this discussion for a future meeting when discussing priorities (i.e., the retreat).
  - Teller proposed the Arts Acquisition fund be a well to draw from.
  - Tarapolsi and Houghton noted the money designation should be decided by the Visual Arts Committee.
- Cultural Plan:
  - Money should stay there for now (Leban).
  - Move topic to a “priorities” discussion (Houghton).
  - Bettencourt reported staff is working with the Mayor on transferring staff salary from the RAC budget to the Activity Fund.
- Funding areas missing:
  - Staff support for Arts Administrator
  - Supplemental dollars (they must be added or the program must change)
  - Seed money for other projects, e.g., Art Outside the Box, Not Hollywood, etc.

**Motion for approval of the 2005-2006 RAC budget as presented by Skillingstead**

**by:** Commissioner Tarapolsi

**Second by:** Commissioner Leban

**Motion carried:** 7-0 unanimous

## **VI. Visual Arts**

### **A. Project Status**

#### **1. Grass Lawn Park Art Installation**

Houghton reported the installation of the female softball player art sculpture by Hai Ying Wu is in progress. It will be accepted next week.

#### **2. Dove Lady**

Houghton reported the Dove Lady sculpture cannot be purchased due to budget constraints, since the City is buying the Andrew Carson piece. *Skillingstead will contact the owner to inform her, and endeavor to put her in touch with someone in the area who may be interested in purchasing the piece.*

#### **3. Volunteer Arts Award Artist – Bill Ayers**

Skillingstead reported Bill Ayers has been contacted and a contract will be issued to him within the next month. The integration of the award information into the design will be clarified in the contract's scope of work. Ayers will return in June with his award pieces. Advertising for the award nominees will take place, and the names sent to him by April.

#### **4. Next Visual Arts Committee Meeting**

Monday, January 31, 2005.

### **B. Staff Report**

#### **1. ROS Curator RFP**

Bettencourt reported that bids are going out for a ROS curator.

### **C. Emailed Visual Arts Committee Meeting Report**

None

## **VII. Arts Education/Grants**

### **A. Funding**

#### **1. Organizational Support Grant Recommendations**

**Motion for approval of \$1,500 Organizational Support Grant funding to SecondStory Repertory by: Commissioner Houghton**

**Second by:** Commissioner Tarapolsi  
**Motion carried:** 7-0 unanimous

The next Arts Education Grant deadline is April 22; the next Organizational Support Grant deadline is June 17, 2005.

## **B. Youth Advocate Report**

Marino reported she will be organizing a youth column in the *Redmond Reporter*, and will help solicit youth to write the articles. Marino is also coordinating a pilot program youth gallery at the current open wall at the City Hall. The gallery will be theme-based, and Marino will recruit youth to exhibit their art. Skillingstead noted minimum seed money would be required to do mailings, openings, etc.

Marino will bring a report regarding the newspaper column to the Visual Arts Committee meeting on January 31.

## **VIII. Performing/Literary Arts**

### **A. Project Status**

#### **1. *Write Out Loud!* Sponsorship 2005 Recommendation**

Waters recommended that RAC support *Write Out Loud!* 2005 with \$2,000 from the Literary Arts Fund. That would leave \$500 to support another event such as Poets in the Park.

**Motion for approval to support *Write Out Loud!* 2005 as recommended by:**  
Commissioner Tarapolsi

**Second by:** Commissioner Waters

**Motion carried:** 7-0 unanimous

#### **2. Winter Performance Series**

Sambamurti reported on marketing that has been done for the Winter Performance Series:

- A color ad in the *Redmond Reporter*
- Brochure distributed to businesses in Redmond
- Brochure to artists for their fans, etc.
- Electronic versions of brochure to artists for their mailing list
- Posted ads on Internet calendars
- Specialized marketing (e.g., Spanish Language flyer to ESL schools, etc.)
- Currently working with City on press releases

Sambamurti distributed volunteer sign-up sheets for the performances, asking for two people per performance.

A discussion ensued regarding whether or not the statement “babes in arms” appearing in the brochure should be included. ***This topic will be reviewed at the next meeting.***

### **3. Arts in the Parks**

Sambamurti reported the artists have been selected, fees negotiated, and the dates are fixed for the Arts in the Parks performances. The confirmed schedule will be brought to the next RAC meeting.

Waters expressed concern over the choosing of Arts in the Parks artists, and suggested, rather, it should be a line item choice by RAC, similar to the ROS selection. She proposed that a list would be presented to Commissioners, who would choose from the list; this would thereby reflect the Commission as a whole. She did not believe committees should make linear choices. Skillingstead clarified that it is the committee’s job is to bring the list of artists, then Commissioners give the task to the committee to make the selection. Waters reported that she had received feedback from current and past Commissioners that they would like to see two theatre shows in the 2005 series. She emphasized the Commission should have the right to make that decision. Her concern was the Commission was not given the opportunity to discuss or vote. Leban also believed the step was missing to review the groups and see their work. Sambamurti responded that there are too many Arts in the Parks performances to duplicate that process; therefore, Commissioners were referred to the artists’ websites to review.

Houghton proposed the Commission might want to look at the Winter Performance Series and Arts in the Parks programs as a whole to consider possibly changing their formats. This would need to be decided as a priority, e.g., part of the short term 3- to 5-year planning.

Innes supported having confidence in the choices made by the committee chairs. She also suggested that when ideas are put forth for a program change, longer notice should be given. Tarapolsi clarified that the statements made did not reflect a desire to change the programs or depreciate the work of the Performing Arts Committee; rather a concern has been expressed in regard to the method of artist selection. Bettencourt proposed Commissioners address the topic at their upcoming retreat.

### **4. Annual Report**

Leban showed samples of previous years’ annual reports, and a new draft design for the 2004 report. He recommended replacing “programs” with

“accomplishments,” in addition to the statistics. *He will email Commissioners for their input and text.*

## **5. Focus Articles**

Articles are due to Skillingstead on January 18. Waters will send a list of items she needs from Commissioners for *Focus*. Specific information was also needed for the Grass Lawn Park art description and dedication date. Commissioners discussed date options followed by this approval:

**Motion for approval for May 14, 2005 at 11:00 a.m. for the Grass Lawn sculpture art dedication by:** Commissioner Waters

**Second by:** Commissioner Innes

**Motion carried:** 7-0 unanimous

## **IX. OPEN FORUM DISCUSSION**

### **A. 3-5 Year Plan**

Postponed to the retreat.

### **B. New Commissioner Interviews**

Skillingstead reported there were three applicants; interviews would be held January 20 and 25.

### **C. Handbook/Retreat Discussion**

Retreat: Senior Center, 5:30 p.m. potluck, 6:00 p.m.-9:00 p.m. meeting. The following three topics were suggested for retreat discussion:

- **RAC Handbook Discussion.** Houghton emphasized the handbook discussion at the retreat would not be an editing session; rather, it would be a springboard for discussion regarding new Commissioners:
  - Orientation for new Commissioners
  - How to interview
  - How to get information (handbook/project plan) to applicants before they become a Commissioner, etc.
  - Commissioner retention: How to bring in new Commissioners and keep them in
  - Committee commitment: length of time before participation on a committee, for example, at least three months on the Commission.
  - How to work better as a team (committees must have more than one Commissioner)
  - Project plans to give an idea of needed labor resources

- **3- to 5-year Plan Discussion.** This would include branding. Teller volunteered to lead the discussion, which would focus on RAC's plan, then filter down to each committees' plan.
- **Mayor Ives's Recommended Discussion.** (taken from the October 14, 2004 RAC minutes):
  - Answer questions of new people
  - Cover procedures
  - List of Annual Projects
  - Internal list of procedures and chain of command
  - What staff support does and does not cover

**D. Theme for February RAC Meeting**

Hawaiian

**X. MOTION TO ADJOURN**

**Motion to adjourn by:** Commissioner Tarapolsi

**Second by:** Commissioner Teller

**Motion carried:** 7-0 unanimous

The meeting adjourned at 9:35 p.m.

Minutes prepared by Recording Secretary, Pam Maybee

**NEXT REDMOND ARTS COMMISSION MEETING:**

**February 10, 2005**

***Televised – Public Safety Building Council Chambers***

**7:00 p.m.**